

to the Honorable Senate and House of Representatives

in General Court Assembled:

The Trustees of the State Library make this their thirty-third annual report for the year ending November 30, 1942, under the provisions of Chapter 6, Section 37, of the General Laws (Ter. Ed.).

The term of Charles Townsend Copeland expired in June 1942. He

THE COMMONWEALTH OF MASSACHUSETTS

was subsequently re-appointed by the Governor for a term of three years.

Professor Copeland has already served with distinction twenty-four years as a Trustee of the State Library.

The resignation of Professor Samuel Eliot Morison as a Trustee of the State Library was submitted to the Governor in June 1942. It was

immediately accepted and forthwith His Excellency the Governor appointed

Frederic D. McManis, Director of the Harvard Library, to fill out the un-

expired term which ends in June 1944. Professor Morison was commissioned

a Lieutenant Commander in the United States Navy and given the special

assignment of writing a history of the United States Navy during the present war.

At the September meeting the Trustees re-elected Dr. Daniel L. Marsh as Chairman of the Board.

In January 1942 Senator Angier Goodwin resigned as President of the Senate to become Chairman of the Commission on Administration and Finance. At the Special Session of the Legislature in January Senator Jarvis Hunt was elected President of the Senate and thus became ex officio a Trustee of the State Library.

ANNUAL REPORT OF THE TRUSTEES

To the Honorable Senate and House of Representatives
in General Court Assembled:

The Trustees of the State Library make this their thirty-third annual report for the year ending November 30, 1942, under the provisions of Chapter 6, Section 37, of the General Laws (Ter. Ed.).

The term of Charles Townsend Copeland expired in June 1942. He was subsequently re-appointed by the Governor for a term of three years. Professor Copeland has already served with distinction twenty-four years as a Trustee of the State Library.

The resignation of Professor Samuel Eliot Morison as a Trustee of the State Library was submitted to the Governor in June 1942. It was immediately accepted and forthwith His Excellency the Governor appointed Keyes D. Metcalf, Director of the Harvard Library, to fill out the unexpired term which ends in June 1944. Professor Morison was commissioned a Lieutenant Commander in the United States Navy and given the special assignment of writing a history of the United States Navy during the present war.

At the September meeting the Trustees re-elected Dr. Daniel L. Marsh as Chairman of the Board.

In January 1942 Senator Angier Goodwin resigned as President of the Senate to become Chairman of the Commission on Administration and Finance. At the Special Session of the Legislature in January Senator Jarvis Hunt was elected President of the Senate and thus became ex officio a Trustee of the State Library.

The Trustees have administered the affairs of the library with careful consideration of the Governor's recommendations that expenditures be kept at a minimum and as a consequence almost \$5,000 was saved out of the appropriation. At the same time the library has continued to purchase the books and materials which are necessary to its proper service to the Commonwealth.

Continued attention has been given to the preservation of the valuable books in the State Library and through the use of the New England Deposit Library added protection is given to the large collection of Massachusetts Public Documents deposited there.

The Trustees have no recommendations to make regarding new legislation and no physical changes in the library quarters are required at the present time.

The Trustees designated the State Librarian to represent the State Library at the meetings of the American Library Association, the American Association of Law Librarians, and the National Association of State Libraries which were held in June 1942 in Milwaukee. The State Librarian was re-elected President of the National Association of State Libraries and a member of the Council of National Library Associations.

Dr. Daniel L. Marsh, Chairman

Charles T. Copeland

Jarvis Hunt

Keyes D. Metcalf

Christian A. Herter

LIBRARIAN'S REPORT

I have the honor to submit the following report on the work done in the Massachusetts State Library during the year ending November 30, 1942:

Tabulation of Activities

Main Room:

Circulation,.....	18,935 volumes
Telephone reference questions,.....	1,505
Daily average attendance,.....	90

Legislative Reference Room:

Circulation,.....	928
Telephone reference questions,.....	213
Total attendance,.....	1,004

Newspaper Room:

Circulation,.....	5,916
Total attendance,.....	3,347

The importance of the card catalog, particularly in a reference library, is well recognized. During the past year 24,851 cards were added to this catalog, an increase of approximately 5,000 over the preceding year. The total number of cards in the new catalog is now 775,186.

During the year 13,712 books and pamphlets were accessioned bringing the total to 624,809. By reason of the fact, however, that an extraordinary number of pamphlets and periodicals were bound during the year (15,559) the total number of volumes and pamphlets in the State Library is 609,250. Although this figure is lower than at the end of the last fiscal year it does not mean that the State Library is getting smaller, but it does mean that scattered pamphlets are consolidated in bound volumes for more convenient use and to insure their preservation.

The bookbinding project was suspended during three months in the summer and since then the operating personnel was reduced approximately 50%. During the fiscal year, however, a total of 7,853 books were bound at an estimated saving to the Commonwealth of \$9,543.08.

One other project, continued through the year, was that on the work of indexing legislative reports and documents, completing the indexing of correspondence from the Governor's office, and moving reserve copies of Massachusetts publications to the New England Deposit Library.

The New England Deposit Library was open for the use of the State Library and other participating institutions on March 1, 1942. The cost to the State Library of maintaining its collection there for the first fiscal year amounted to \$1,500. About one-half of this sum was paid out of a balance in a special appropriation for book stacks and the remainder was saved out of the appropriation for expenses. In subsequent years a special item in the appropriation amounting to \$2,500 must be provided.

In compliance with the Governor's request for economy in operating all departments of the State, we pledged at the beginning of the year a saving in our appropriation of \$2,500. Actually at the end of the year the saving amounted to \$4,500. This saving was partly accomplished by not filling three positions temporarily and by the fact that expenditures for bookbinding materials were materially reduced.

On October 17, 1942, Mrs. Emily S. Burr reached the age of seventy years and consequently was retired after twenty-three years as a member of the Staff of the State Library. Mrs. Barbara Smith resigned from the Library Staff after a service of twelve years effective September 30, 1942. On the same day Mr. Reuben E. Levenson was inducted as a member of the United States Army and was granted a Military Leave of Absence for the duration of the war.

To conform with regulations made by the Governor to conserve fuel and transportation the hours of the State Library were changed to 8:15 to 4:15 on Monday through Friday, and the State Library is closed on Saturdays.

COMMONWEALTH OF MASSACHUSETTS
IN ACCOUNT WITH STATE LIBRARY

Financial Statement, Dec. 1, 1941 to Nov. 30, 1942

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Balance</u>
Salary of Librarian,.....	\$ 5,700.00	\$ 5,700.00	\$ 0
Personal services,.....	43,050.00	42,152.02	897.98
Expenses,.....	2,400.00	2,397.77	2.23
Books,.....	8,700.00	7,498.62	1,201.38
Special: Additional Stacks,.....*	<u>5,000.00</u>	<u>4,987.00</u>	<u>13.00</u>
Totals,.....	<u>\$64,850.00</u>	<u>\$62,735.41</u>	<u>\$2,114.59</u>

Appropriation Dec. 1940 - Nov. 30, 1942 includes \$2,500.00 expended as shown on financial statement approved as of Nov. 30, 1941.

